



## Position Description

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<b>Position Title</b>	Integrated Alcohol and Other Drug & Mental Health Clinician
<b>Division / Team</b>	Client Services / Alcohol and Other Drug
<b>Reports to</b>	Integrated AOD and Mental Health Clinical Lead
<b>Agreement / Award</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2022
<b>Classification</b>	Level 4
<b>EFT / Term</b>	As per contract of employment
<b>Work Location</b>	As per contract of employment
<b>Date Approved</b>	September 2025

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**About Ballarat Community Health** Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

**Our Purpose** Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

**Our Leading Principles** Address health inequity and inequality.  
Improve the health and wellbeing of our community.  
Have impact and be sustainable.

<b>Values</b>	<b>Respect</b> Valuing other points of view and treating people with respect	<b>Integrity</b> Acting with sincerity and honesty	<b>Courage</b> Strength in the face of challenges
	<b>Resilience</b> The ability to be strong in adversity, and bounce back with renewed hope	<b>Responsibility</b> Being reliable and accountable to others	<b>Optimism</b> Focusing on potential and abilities

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**Diversity Statement** Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural and linguistic backgrounds and financial status.

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**Position Description**

Ballarat Community Health continues to build our Mental Health and Alcohol and Other Drug integrated teams and programs in Ballarat and the surrounding community. It is an exciting time to become involved in the Community Health Sector. We encourage collaboration across the broad range of programs available to our local community. With the recommendations from the Royal Commission into Mental Health in Victoria, along with a commitment from our Commonwealth Government, via the Western Victoria Primary Health Network, multiple changes and improvements continue for our region.

Step Thru Care is an initiative of the Commonwealth Government, coordinated and funded via the WestVicPHN. The Program will work across the Central Goldfields area, in collaboration with Central Highlands Rural Health, Maryborough and District Health Service and Ballarat Community Health.

The aim of the program is to address the needs of the consumer in a timely and straight forward manner, regardless of whether the primary area of concern is mental ill health or substance use. The program will provide services as and when needed, while incorporating warm referrals and collaborative care with other service providers. While Ballarat Community Health will be the lead agency, we will work closely with our partners to ensure clients are linked with the most suitable provider in their local area. The outcomes will include but not be limited to improved mental health and, or decreased harm from alcohol or other drugs.

The Integrated AOD & MH Clinician will be a member of a dynamic multi-disciplinary, multi-agency team. As the Clinician, you will be responsible for a range of clinical services, including but not limited to, intake, assessments, therapeutic intervention, treatment coordination, care planning, case management, group work, and discharge planning. This will be inclusive of the age span from children to older community members.

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**Team Environment**

Ballarat Community Health Mental Health and Alcohol and other Drug services offers a robust, multi-disciplinary team environment, with positive client outcomes always our priority. We nurture an innovative, learning environment which fosters optimal wellbeing for clients and our team members.

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**Principal Areas of Responsibility****Improve overall health and wellbeing of clients**

- Communicate effectively with clients, ensuring a friendly, inclusive, non-judgemental approach
- Understanding needs across the lifespan and ability to target therapeutic approaches to meet developmental stages in children, adolescent and adults
- Undertake a comprehensive client assessment, and develop a treatment plan accordingly
- Provide risk assessment and safety planning as indicated
- Monitor and assess clients progress with standardised outcome measures at regular intervals, e.g. 90 days
- Escalate clients to tertiary services via MOU where clinically indicated
- Deliver trauma informed, evidence-based treatment interventions as part of the treatment plan e.g. Brief Intervention, Cognitive Behaviour Therapy, Dialectical Behaviour Therapy, Solution Focussed and Acceptance and Commitment Therapy
- Provide care coordination for clients, including liaison with other services and provide warm referrals to facilitate treatment goals, including social supports, community involvement and physical health needs

- Facilitate evidence based group programs as required.
- Encourage and facilitate client, carer, family and peer worker involvement to enhance therapeutic outcomes
- Foster a collaborative, success-focussed culture with colleagues as part of a multi-disciplinary team which operates across several organisations
- Work closely and collaboratively with the existing AOD and MH teams and services
- Provide clinical expertise to a broad multi-disciplinary team from your area of qualifications and skill set
- Provide secondary support to other members of the team, including the development of documents as required
- Participate in client outcome evaluation and service development
- May require some out of usual business hours requirements

### **Reporting**

- Complete and maintain appropriate clinical records and statistical reports according to the organisation's policy and funding body standards. All of which is to be done in a contemporaneous manner
- Ensure all data and other reporting requirements of funding bodies are submitted as required into the relevant data system and client file management system.
- Ensure all client interactions are documented within BCH's client management system
- Support the program to achieve performance targets and to effectively measure outcomes
- Where required, provide material for written reports to the CEO and Executive Manager Client Services, including contributions for annual and quality of care reports, member newsletters and reports for The Board
- Work closely with and under direction from the AOD & MH Clinical Integration Lead Role

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### **Scope**

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice
- Work under general direction and within established program guidelines and procedures.
- Able to make clinical judgements and treatment recommendations within scope of applicable qualification/registration
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes

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### **Organisational Responsibilities**

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs

- Ensure that client and staff confidentiality is respected and upheld at all times
  - Attend and actively participate in meetings as required
  - Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
  - Participate in performance development plans and supervision
  - Participate in the organisation's continuous quality improvement programs and activities
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**Qualification requirements**

- Tertiary qualification in one of the following disciplines is preferred Social Worker, Counselling, Psychology, Mental Health, Alcohol and Other Drugs or equivalent or significant relevant experience in a similar role
  - Eligibility for registration with appropriate discipline bodies
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**Key Selection Criteria**

**1. Experience:**

- Demonstrate suitable clinical skills across the age spectrum, with expertise of integrated care and treatment
- Experience in providing evidence informed MH and/or AOD interventions e.g. ACT, DBT, CBT and Solution Focused and short term or brief interventions or treatment
- Experience working in an environment with a focus on clients with complex needs
- Understanding of current mental health and alcohol and other drug sectors, and local service providers
- A strong understanding of and commitment to the social model of health
- Experience in active participation in multi-disciplinary team meetings, including offering clinical guidance, mentoring and direction as or if needed

**2. Interpersonal Skills:**

- Well-developed communication and interpersonal skills, including the capacity to successfully manage difficult situations and collaborate with internal and external stakeholders
- Ability to achieve therapeutic engagement in a fast paced but flexible environment

**3. Written Communication:**

- Effective written communication skills which are clear and concise
- Ability to document relevant assessment tools and measure and formulate client information
- Excellent skills in documenting risk profiles and management of these risks

**4. Computer Skills:**

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems
- Ability to quickly adapt to the various different systems being utilised for the program

**5. Organisational Skills:**

- Proven ability to prioritise workloads and conflicting tasks and manage deadlines
- Strong ability to respond to demands in a timely manner, e.g. data entry

**6. Alignment with BCH values:**

- Ability to align with the BCH values in all areas of work
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**Conditions of Employment and**

- The successful applicant will be required to maintain a current driver's licence.

**other relevant information**

- BCH strongly supports Equal Opportunity and Access to Services and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
  - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
  - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
  - The successful applicant will be required to obtain and maintain a valid NDIS Worker Screening Check whilst employed in this position.
  - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
  - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
  - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
  - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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